Instructions for REDO exercise only. Changes from original exercise highlighted.

NOTE WELL that instructions have changed for the following fields:

- **Date/Time Prepared**
- **Operational Time Period From**
- **Operational Time Period To**
- **Special Instructions**
- **Date/Time Approved**
- **To: address**

Exercise Message Submission Window

- **2023-08-21 00:00 - 2023-08-25 15:00 UTC**

Difficulty Level: Advanced

Purpose: To demonstrate the basic understanding and the ability to 1) create a correctly formatted ICS-205 and 2) transmit the document to a diverse team using Winlink.

Objectives:

- Identify resources for collecting radio frequency information
- Properly format and complete the entries for an ICS-205 form
- Provide interoperability information to disparate agencies in a related incident
- Convey the completed document by Winlink to participant agencies. For this REDO exercise, please only address your message to ETO-REDO. Do not send the redo message to your normal clearinghouse! The clearinghouses will not be looking for your message. Send to ETO-REDO only.

Resources:

- General Notes on Frequently-Seen Mistakes: https://emcomm-training.org/Winlink_Thursdays.html
- **Finding your ETO clearinghouse:** https://emcomm-training.org/General-Drill-Info.html

Important Notice: This exercise makes reference to the National Interoperability Field Operations Guide (NIFOG) and provides a link to the most current edition *Version 2.01 March 2022*. You should use this copy of the NIFOG for this exercise. Older versions of the NIFOG may not properly correlate references to page numbers in this exercise. Pay particular attention to the information under **Field Programming** on page 27.

Narrative

Incident: Operation Clear Fog

You arrive at a location in the vicinity of Springfield, Missouri where you were directed to assist with communication activities. You were directed to a location at a city fire station where an MCV (Mobile Command Vehicle) has been set up for communications and management with other similarly set up units at various other locations. It is part of an area event in a typical medium size city of about 150,000. There are a number of local, state government, and federal agencies involved. You are to meet with a person who will be your supervisor whom you have never met until this event. You volunteered and were accepted based on the fact that you are an Amateur radio operator and have been for a few years and appear to have some exposure to ICS and its related forms. You may or may not have some experience with previous exposure to EmComm related activity at your home location.

Upon arriving at the fire station you locate your supervisor. Her name is Claudia and she is, among other things, in charge of facilitating interoperable communications between all of the engaged agencies. You are given a briefing to make you aware of the present situation and the role that Claudia plays and where you fit into that part of the activity. You are also informed that you will be involved in a few meetings that require confidentiality. Discussion with anyone you are unfamiliar with is not allowed and inquiries or directions from anyone unfamiliar with your activity are to be directed to her (Claudia).

Once past the introductions and briefing, Claudia has some tasks for you.

Communications involves a number of agencies which are using their own communications equipment, channels, and security. You are being asked to complete an ICS-205 to facilitate interoperable communications between agencies. Claudia hands you a list of some of the frequencies, parameters, and descriptions. She also hands you the National Interoperability Field Operations Guide (NIFOG). You politely decline the NIFOG as you have your own copy.

Your NIFOG here:

https://www.cisa.gov/sites/default/files/2023-02/NIFOG%202.01%20508%20FINAL.pdf

Claudia continues by telling you that she needs the ICS-205 to reflect:

1.) Local interoperability channels for coordination between the various agencies participating in the event. One simplex and one repeater for general use and talk-in. Claudia points to page 29 and 30 in the NIFOG and asks that you please include the simplex channel VTAC13 and VTAC36 repeater pair frequencies and their respective applicable PL transmit and receiver tones and purpose.

2.) Two local Amateur radio repeater frequencies. A few of the local EOC/911 staff are also licensed Amateur radio operators and will be monitoring or communicating with local Amateurs who may assist or provide local information relevant to the event. You will need to identify those two repeaters, their

input/output frequencies, PL tone(s), etc. for entry into the ICS-205. Claudia indicates that the EOC/911 staff have identified the local repeaters as K0DCA in nearby **Elkhead,** Missouri but is unaware of what their frequencies are. One is VHF and the other is UHF.

Since you are a seasoned Amateur radio operator you check the Internet for the Missouri Repeater Council (a frequency coordination organization for Amateur repeaters).

https://database.missourirepeater.org/MissouriRepeater/database/default.aspx.

You note that you can click on the column headers and sort by city name to bring all of the repeaters for a given city location together. You scroll through the list by city to locate the two K0DCA repeaters for **Elkhead**. This listing only provides the REPEATER transmit frequency.

Click on the call sign (first column) for the VHF repeater. It shows a listing of the repeater's TRANSMIT and RECEIVER frequencies. Note the PL TONE for access to the repeater.

Click on the call sign (first column) for the UHF repeater. It shows a listing of the repeater's TRANSMIT and RECEIVER frequencies. Note the PL TONE for access to the repeater.

[NOTE: *Remember that repeater frequency pairs are opposite to **your*** (user) *radio's frequency configuration.* Although most modern HT's and base station transceivers automatically enter the offsets once the transmit frequencies are entered, it is best practice to verify your radio's frequency offsets and to manually enter the required RECEIVE PL tone in order for the repeater to RECEIVE your transmissions.

3.) One of the locally accessible National Weather Service (NWS) frequencies for monitoring weather during the event. Claudia says to select the frequency that provides the best signal coverage for the Springfield Missouri area.

Nation Weather Link: https://www.weather.gov/nwr/

4.) When you have completed the ICS-205, send it to all of the involved agencies by using Winlink, sending it to the appropriate ETO-NN email address for your region and ETO-BK.

Claudia leaves you alone to complete your task. Good luck!

Recommended Reading that will help you with this exercise:

Pages 25, 26, and 27 of the NIFOG. Pay close attention to the points on page 27 under *Field Programming*. Link for the NIFOG: https://www.cisa.gov/sites/default/files/2023-04/NIFOG 2.01_508 FINAL VERSION 5 11 22.pdf

Exercise Instructions:

Some entries are contained in double quotes for emphasis and delineation. Do not include the quotes in your answers.

Open and select the form.

Open the Winlink Express application.
Click on the *Message* \ *New Message* menu item.
Verify that *Send As* is set to **Winlink Message**.
Optional: Check the check box for *Request message receipt.*
Click on *Select Template* and then double click on *Standard Templates*.
Scroll down and Double Click on *ICS USA Forms*.
Select *ICS205 Radio Plan.txt* and double click on it to open it.

- The ICS205 will open in your default browser.

Fill out the Top section

1. In the upper left-hand corner, click on the [Setup] button. In the **Enter Agency/Group Title** field enter “Operation Clear Fog Radio Interoperability”
2. Fill out the **Incident Name**: “Operation Clear Fog”
3. **Date /Time Prepared**: Accept the auto-filled date/time. We understand that it is in local time and the Operational Period is specified in UTC. Again, **just accept the auto-filled value. Do not add UTC, Z, L or any time zone info.**
4. **Operational Period**: Date range listed at the top of the first page of these instructions under "Exercise Message Submission Window". Enter the dates in “yyyy-MM-dd” format. Enter the times in “hh:MM UTC” format. Do not convert to local time. Do not omit the “ UTC”. Use the date/time values as shown on page 1. YES, we all understand that these are UTC times. THis is our best compromise on writing instructions for a multi-day period across multiple time zones.

Section 4 Basic Radio Channel Use – Line 1 - Entries for VTAC13 (Simplex Channel)

1. Leave the *Zone Group* and *Channel Number* fields blank
2. Enter “Interoperability” to the *Function* field
3. Enter “VTAC13” to the *Channel Name / Trunked Radio System Talkgroup* field
4. Enter “Talk-in / Tactical” to the *Assignment* field

For the following entries reference the NIFOG:

5. Enter the receive frequency for for VTAC13 in the *RX Freq field*
6. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
7. Enter the tone frequency in the *RX Tone / NAC* field
8. Enter the transmit frequency in the *TX Freq* field

9. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
10. Enter the tone frequency in the T*X Tone / NAC* field
11. Enter the Analog/Digital/Mixed mode indicator (A, D, or M) in the *Mode (A, D, or M)* field
12. In the "Remarks" column field enter "See note 1"

Section 4 Basic Radio Channel Use – Line 2 - Entries for VTAC36 (Repeater Channel)

1. Leave the *Zone Group* and *Channel Number* fields blank
2. Enter "Interoperability" to the *Function* field
3. Enter "VTAC36" to the *Channel Name / Trunked Radio System Talkgroup* field
4. Enter "Talk-in / Tactical" to the *Assignment* field

For the following entries reference the NIFOG:

5. Enter the receive frequency for for VTAC36 in the *RX Freq field*
6. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
7. Enter the tone frequency in the *RX Tone / NAC* field
8. Enter the transmit frequency for VTAC36 in the *TX Freq* field
9. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
10. Enter the tone frequency in the T*X Tone / NAC* field
11. Enter the Analog/Digital/Mixed mode indicator (A, D, or M) in the *Mode (A, D, or M)* field
12. In the "Remarks" column field enter "See note 1"

Researching and Identifying the Elkhead VHF and UHF Amateur Repeaters

1. Use the repeater coordination entity for Missouri at this link: Missouri Repeater Council
2. When the home page opens, on the far left column choose the "Directory" menu option. Then in the drop-down select the "Missouri Directory" option. The repeater listing will appear.
3. Clicking on the header names in the repeater listing will sort the data by that header name.
4. Click on the "Nearest Town" column header at the top of the column listing. A sorted listing by town should appear shortly.
   (you may need to click more than once to get the best display order)
5. Scroll down the list until you see two repeaters for **Elkhead** in the "Nearest Town" listing.
6. You should see one VHF and one UHF repeater for K0DCA.
7. Clicking on the K0DCA call sign for the VHF repeater in the first column displays the frequency input, output, access PL tone, and bandwidth mode.. This is the information you will need to make entries for the Elkhead VHF Amateur repeater.
8. Clicking on the K0DCA call sign for the UHF repeater in the first column displays the frequency input, output, access PL tone, and bandwidth mode.. This is the information you will need to make entries for the Elkhead UHF Amateur repeater.

Optional Notes useful for the next entry instructions:
Enter the values the user will need in the ICS-205 to access the K0DCA **VHF** repeater:
ICS-205 user receiver entry for VHF transmitter Output frequency: _____
ICS-205 user transmit entry for VHF receiver Input frequency: _____

ICS-205 user transmit PL Tone entry for VHF transmitter access: _____ if any
ICS-205 user bandwidth (N or W) for VHF transmit and receive _____

Enter the values the user will need in the ICS-205 to access the K0DCA **UHF** repeater:
ICS-205 user receiver entry for UHF transmitter Output frequency: _____
ICS-205 user transmit entry for UHF receiver Input frequency: _____
ICS-205 user transmit PL Tone entry for UHF transmitter access: _____ if any
ICS-205 user bandwidth (N or W) for UHF transmit and receive _____

Continuing with lines 3 and 4 of the ICS-205:

Section 4 Basic Radio Channel Use – Line 3 - Entries for VHF Elkhead Repeater

Note: Recall that user transmit / receive frequencies are opposite of the repeater. You should have calculated them this way in previous instructions.
1. Leave the *Zone Group* and *Channel Number* fields blank
2. Enter "Amateur Service" to the *Function* field
3. Enter "K0DCA VHF" to the *Channel Name / Trunked Radio System Talkgroup* field
4. Enter "EOC/911 Interop" to the *Assignment* field
5. Enter the user receive frequency for the VHF Amateur Repeater in the *RX Freq field*
6. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
7. Enter the tone frequency in the *RX Tone / NAC* field if required
8. Enter the user transmit frequency for the VHF repeater in the *TX Freq* field
9. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
10. Enter the tone frequency in the T*X Tone / NAC* field if required
11. Enter the Analog/Digital/Mixed mode indicator (A, D, or M) in the *Mode (A, D, or M)* field

Section 4 Basic Radio Channel Use – Line 4 - Entries for UHF Elkhead Repeater

Note: Recall that user transmit / receive frequencies are opposite of the repeater. You should have calculated them this way in previous instructions.
1. Leave the *Zone Group* and *Channel Number* fields blank
2. Enter "Amateur Service" to the *Function* field
3. Enter "K0DCA UHF" to the *Channel Name / Trunked Radio System Talkgroup* field
4. Enter "EOC/911 Interop" to the *Assignment* field
5. Enter the user receive frequency for the UHF Amateur Repeater in the *RX Freq field*
6. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
7. Enter the tone frequency in the *RX Tone / NAC* field if required
8. Enter the user transmit frequency for the UHF repeater in the *TX Freq* field
9. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field
10. Enter the tone frequency in the T*X Tone / NAC* field if required
11. Enter the Analog/Digital/Mixed mode indicator (A, D, or M) in the *Mode (A, D, or M)* field

Identifying NWS Suitable Weather Channel Frequency – Springfield Missouri

1. Select a NOAA Radio frequency for Springfield Missouri at this link – NOAA Weather Radio
2. Scroll down below the "NWR Station Search" blue bar.
3. Enter "Springfield" in the entry field and then click on the drop-down option for Missouri (MO) (There may be some delay before map is displayed)
4. Select one of the 3 available frequencies in the upper right corner of the map.
5. The frequency and call sign will appear in the yellow box below.
6. Use this frequency and call sign for your ICS-205 Weather Channel entry.

Section 4 Basic Radio Channel Use – Line 5 – Entry for NWS Radio Weather Reports

1. Leave the *Zone Group* and *Channel Number* fields blank
2. Enter "NWS Weather Info" to the *Function* field
3. Enter Call Sign you selected in the *Channel Name / Trunked Radio System Talkgroup* field
4. Enter "All units / agencies" to the *Assignment* field
5. Enter the frequency you selected in the *RX Freq field*
6. Enter the bandwidth designation (N for narrow or W for wide) in the *N or W* field (hint link)
7. Leave the remaining radio programming parameters blank.
8. In the Remarks field enter "Springfield NOAA Weather Radio"

Completing the ICS-205 Form

1. **Section 5**
2. Enter "Note 1: VTAC13 and VTAC36 are insecure channels; use discretion or direct to your unit or agency secure channel" in the *Special Instructions* Field. Do not include the quotation marks.
3. **Section 6**
4. Enter "Claudia Smith" in the *Approved by (CUL) Name* Field.
5. Click on the *Date/Time* Field and accept the provided date and time entry. Again, we understand that the Operational Period was defined in UTC. Just accept the auto-filled entry without any time zone indication.
6. Enter the number 5 in the "Incident Action Plan" (IAP) field. In a real event the ICS-205 is usually associated with an IAP page number.
7. For the "Attach CSV data file to message" – click the "no" option.
8. SAVE your form entries by clicking on the [Save ICS205 Data] button.

(The following are for affect only)

9. Take a break and then review your entries and print the form for your supervisor's approval.
10. Give Claudia the ICS-205 to review and approve.

Transmitting the ICS-205 to Participating Units and Agencies (ETO-REDO)

1. With your ICS-205 form content loaded or completed, click on the [Submit] button.
2. Click “OK” to complete your form submission
3. Close the browser after the submission is accepted by the Winlink client.
4. Return to the Winlink client and the new message entry window.
5. Complete the “To:” entry with ETO-REDO. Do not enter your normal Clearinghouse address.
6. Complete the “CC:” entry entering ETO-BK, and optionally, your personal E-mail address.
7. Click on the [Post to Outbox] option to complete the E-mail posting.

End of Exercise Instructions